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STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS

AUDIT REPORT

California Apprenticeship Council Commissioners:

Enclosed herein is the Division of Apprenticeship Standards (DAS) audit of the following program sponsor:

Associated Builders and Contractors
Golden Gate Chapter UAC
File Number: 10060 + 19950
4309 Hacienda Dr. Suite 500
Pleasanton, CA, 94588

This Audit was conducted according to **Section 3073.1** of the **California Labor Code**.

The report includes the program's response to DAS.

If the recommendations require follow up action by DAS to ensure that they were adequately implemented, the status of the follow-up will be reported at future CAC meetings.

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**The Associated Builders and Contractors Golden Gate Chapter Construction
Craft Laborers UAC, and The Associated Builders and Contractors Golden Gate
Chapter Carpenters UAC**

AUDIT SUMMARY

Background

The Associated Builders and Contractors Golden Gate Chapter Construction Craft Laborers UAC, DAS File # 10060, and The Associated Builders and Contractors Golden Gate Chapter Carpenters UAC, DAS File #19950, were selected to have their apprenticeship programs audited during the month of May 2007, based on low graduation levels that are below 50% of the trade average.

Findings and Recommendations

As noted in the detailed report which follows, the audit team found that the above named programs were in compliance with their Standards, and operated and run in accordance with legal requirements.

Detailed findings and recommendations are included in the following report. With each of these findings, a recommendation, where called for, was presented to the Coordinators to assist them with appropriate corrective action. The audit report, where called for and appropriate, includes recommendations for improvement. DAS will visit the programs in the future to verify compliance with the recommendations. DAS audit procedures allow the sponsors to respond to the recommendations and their response will become a part of the formal report.

INTRODUCTION

The Associated Builders and Contractors Golden Gate Chapter Construction Craft Laborers UAC, DAS File #10060, and the Associated Builders and Contractors Golden Gate Chapter Carpenters UAC, DAS File #19950, are approved Apprenticeship Programs. According to the Completion Rates for Apprenticeship Committees in the Building Trades Chart published by the DAS in its website, the average completion rate for Carpentry Committees for the years 2001 through 2005 is 39.17%. 39.17% divided by 2 equals 19.58%. The average completion rate for The Associated Builders and Contractors Golden Gate Chapter Carpenters UAC is 12.24%. This percentage is below the 19.58%, which is 50% of 39.17%. In the same Chart referred to above, the average completion rate for Laborers Committees for the years 2001 through 2005 is 43.97%. 43.97% divided by 2 equals 21.98%. The average completion rate for The Associated Builders and Contractors Golden Gate Chapter Construction Craft Laborers UAC is 0.00%. This percentage is undoubtedly below the 21.98%, which is 50% of 43.97%. (Please see Tables below and the Completion Rates for Apprenticeship Committees in the Building Trades Chart at www.dir.ca.gov/DAS/DAS_annualReports.html.)

The audit was conducted pursuant to California Labor Code §3073.1.

	2001	2002	2003	2004	2005	Average
Carpentry Committees	47.12%	46.43%	39.25%	39.65%	28.94%	39.17%
ABC Carpentry UAC	11.11%	28.57%	12.50%	9.09%	0.00	12.24%

	2001	2002	2003	2004	2005	Average
Laborers Committees	34.09%	33.61%	46.32%	46.09%	43.46%	43.97%
ABC Laborers UAC	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

The audit began Monday, May 21, 2007 and was completed Thursday, May 31, 2007. The auditor(s) met with the Apprenticeship Director, Anne Quick, Apprenticeship Coordinators Sagit Woodbury and Charles Vernocy, and Administrative Assistant Deanna Ramirez. The auditor(s) examined records, observed administrative activities, and visited job sites and a training center in connection with the audit.

Thirty-seven (37) apprentices' files were requested, twenty (20) of which pertain to DAS File #19950, and seventeen (17) pertain to DAS File #10060. All of the requested thirty-seven (37) files were produced and examined.

Based on these observations and audit activities, we have concluded that the programs are operating within State apprenticeship laws and regulations. We have identified two minor inadequacies of the programs' compliance with the program Standards and the Rules and Regulations.

BACKGROUND

Daily program operations, management and administrative functions are conducted by the Pleasanton office located at 4309 Hacienda Drive, Suite 500, Pleasanton, CA 94588.

- For DAS File #10060, there are one hundred fifty-seven (157) signatory employers.
- For DAS File #19950, there are one hundred three (103) signatory employers.

These programs are funded through the ABC Golden Gate Benefit Trust the ABC Golden Gate Retirement Trust, and the ABC Golden Gate Training Trust that holds

income from employer contributions, and State prevailing wage training fund contributions.

The programs' Related and Supplemental Instruction is approved by a Local Education Agency (LEA), the Eden Area Regional Occupation Program (R.O.P.) with business address at 2636 Hesperian Blvd., Hayward, CA 94545. The Construction Craft Training Center (CCTC) is the training provider, which is under contract with ABC to provide related and supplemental instruction to the apprentices. However, it is ABC's course curriculum/outline that the CCTC is using to provide RSI to apprentices. The course curriculum/outline was endorsed and approved by the LEA. Prior to indenture, apprentices are given an orientation where they receive a copy of the Programs' Standards as well as the Rules and Regulations adopted by, and common to, the Associated Builders and Contractors Carpenters and Construction Craft Laborers UAC Programs, and are required to sign a statement declaring understanding and receipt of the programs' Rules and Regulations. A copy of the programs' Standards is provided to the apprentice if requested. Apprentices are instructed to maintain records of their on-the-job-training hours during the entire length of their apprenticeship. An Apprentice Record Book is used by the apprentices to record daily on-the-job training hours worked, specific to each individual work process. These are due at the ABC office by the 5th of every month documenting all hours worked during the previous month.

- The Associated Builders and Contractors Golden Gate Chapter Construction Craft Laborers UAC is a two (2) year program consisting of 3,600 hours of on-the-job training. The Standards call for related and supplemental instruction of not less than 144 hours per year.
- The Associated Builders and Contractors Golden Gate Chapter Carpenters UAC is a four (4) year program consisting of 6,400 hours of on-the-job training. The Standards call for supplemental instruction of not less than 144 hours per year.
- Apprentices are advanced after on-the-job training (OJT) hours as well as related and supplemental instruction (RSI) and any pending disciplinary actions are reviewed. Advancements are made on a regular basis and at regular intervals for all apprentices.

SCOPE AND FOCUS

The principal audit objective is to ensure that the programs are complying with their standards, that all on-the-job training supervision is provided by journeymen, that all related and supplemental instruction required by the apprenticeship standards is being provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship programs' requirements. The audit focused on reviewing records and activities that tend to support and substantiate the programs' efforts, practices, systems and capabilities to provide and deliver the on-the-job training and related and supplemental instruction. The programs' policies and procedures were reviewed to determine if they support the programs' approved Apprenticeship Standards. Generally, apprentices are graduating and obtaining employment as journeymen.

METHODOLOGY

After completing an initial review of the programs' standards and records on file with the DAS, an audit plan was established that included the following steps: 1) notifying the programs at least 14 days in advance of our intent to audit; 2) preparing an entrance interview; 3) organizing all other working papers necessary to conduct the audit; 4) confirming the location of the place where the records are kept and maintained; 5) setting the time and date of the meeting; and 6) scheduling a work site visit.

Thirty-seven (37) apprentice files were requested for review from both programs. All were provided. Field work also included visiting select work sites to observe working conditions and conduct interviews with apprentices and supervisors/foremen. The programs do have a training facility, which was inspected.

AUDIT FINDINGS AND RECOMMENDATIONS

STANDARDS

Objective: To determine whether the programs are submitting periodic revisions to their standards and if standards are reasonably current.

(a) Findings

- (1) There has not been a full revision of the Standards for the Construction Craft Laborers. The original Standards for the Construction Craft Laborers were approved on July 13, 1995. The last partial revision of the Standards was approved on March 20, 2006 (DAS 24).
- (2) There has not been a full revision of the Standards for Carpenters. The original Standards for Carpenters were approved July 18, 1994. The last partial revision of the Standards was approved on March 20, 2006.
- (3) During the audit, it was learned that the programs have a different LEA than the DAS records indicate.

(b) Recommendations

- (1) The programs are to submit a completed DAS 24 form along with a letter from the LEA agreeing to serve as the LEA for the above named programs, and its approval of ABC's course curriculum/outline for each program, to the DAS. In lieu of this, the program may submit proof of previously submitted DAS 24 updating their LEA with the DAS – Due within 30 days.

Article IV (5) of the program's standards, Section 205 (f), 212 (a)(6) (7), (c)(2) (11) of the California Code of Regulations states that the program sponsor must submit revisions to its standards when necessary.

RULES AND REGULATIONS

Objective: To determine if the programs have adequate rules and regulations, are implementing them as required, and provide a copy to the apprentices.

The Committees have adopted sets of Rules and Regulations specific to the above named programs. The sets of Rules and Regulations for each program are contained and embodied in a pamphlet or binder titled "Carpentry/Contractor Craft Laborer Apprenticeship Program Rules and Regulations."

Prior to indenture, apprentices are given an orientation where they receive a Rules and Regulations Booklet specifically designed for the Associated Builders and Contractors Construction Craft Laborer and Carpenter apprentices UAC. The Rules and Regulations Booklet covers several different areas including the rights and responsibilities of the apprentice, requirements and responsibilities of employers, wage schedule and other compensation, dispatch of apprentices, record keeping, safety, apprentice disciplinary procedures, RSI training and on-the-job training. Each apprentice file contained a dated and signed acknowledgment from the indentured apprentice.

(a) Findings

- (1) The Booklet does not contain a page showing requirement of service of the Rules and Regulations upon the apprentice to show receipt of, and acknowledgment by, the apprentice that he/she has received a copy and has an understanding of the Rules and Regulations.

Apprentices when cited for failure to follow the Rules and Regulations are given due notice by mail to appear before the UAC. During the disciplinary hearing, apprentices are given the opportunity to testify, produce evidence in their favor and explain their side. These hearings are held at the office in Pleasanton. Appearances before the Committee are mandatory when requested. Non-appearance, unless excused by the Committee, is sufficient ground for recommendation to the State Administrator of Apprenticeship for cancellation of their apprenticeship agreement for failure to comply with a Committee directive.

(b) Recommendations

- (1) Include the following provisions in the programs' Rules and Regulations Booklet:
 - During orientation and prior to indenture, a copy of the Booklet is to be provided to the apprentice – Due within 30 days.
 - The apprentice be furnished prior to indenture with a copy of or be given the opportunity to study the Standards (See Article IX of the programs' current Standards, item #2) – Due within 30 days.

ACTIVE APPRENTICES AND CANCELLATIONS

Objective: To determine if the programs are monitoring apprentices as they enter and flow through the programs, and to determine if the programs are maintaining accurate records of both active and cancelled apprentices.

(a) Findings

- (1) It was determined that both of the above named programs' active apprentice lists were up-to-date with DAS records. It was further determined that the programs have good record keeping, and are maintaining accurate records of both active and cancelled apprentices.

(b) Recommendations

Continue to advise and notify DAS of active and cancelled apprentices.

Section 205 (a)(1)(2) (i), 212 (a)(6) (7)(8), (b)(9), (c)(2)(10) 224 of the California Code of Regulations states that the program sponsor must maintain accurate apprenticeship records and submit changes, updates and revisions of an apprentice's status when necessary.

ON-THE-JOB TRAINING (OJT)

Objective: To determine if apprentices are progressing on schedule, that the programs are maintaining adequate OJT records, and to determine if the programs have adequate systems in place to ensure that apprentices are covering all the work processes.

(a) Findings

- (1) In the reviewed apprentice files for both programs, there were adequate records of OJT hours.
- (2) There is adequate mechanism or system in place to keep track of the OJT hours worked by the apprentice to ensure that the apprentices are receiving proper training and supervision in all required work processes. Computerized records, designed for recording OJT hours in each specific work process, are kept and maintained by the programs. A record of the OJT hours is kept in each apprentice file. A system designed to capture and record the OJT hours worked in the individual

work process exists.

- (3) Apprentices log their daily hours worked on the OJT timecard. The timecard is in addition to timecards required by the employer for payroll purposes.
- (4) Apprentices enter the monthly totals for each category and for the entire month.
- (5) Apprentices are required to sign and print name on each timecard. They are also required to have their OJT supervisor sign the timecard. Timecards are due at the ABC office by the 5th of every month documenting all hours worked during the previous month, and submitted with copies of all pay stubs for the month.

(b) Recommendations

Continue current practices and process of keeping accurate OJT training and work process records.

Section XVII of the program's standards, and Section 3073.1, 3076, 3078(e) of the Labor Code, and Sections 208, 210, 212(a) (4) (5) (7) (8), (b) (9), (c) (2) (6) (8) (9) (16) (18), of the California Code of Regulations. The program must offer training and supervision in all the work processes defined in its standards and has a system to ensure that apprentices cover all the work processes. The program must have a system of documenting and maintaining records that will assist in the review and evaluation of the apprentice's progress in job performance. The program must have a procedure for recording and maintaining accurate records, and a procedure for periodic review and evaluation of progress.

RELATED AND SUPPLEMENTAL INSTRUCTION (RSI)

Objective: To determine if apprentices are progressing on schedule, attending classes, covering the entire course of study, and to ensure the programs are maintaining accurate records with adequate systems in place to provide the training.

The programs have Related and Supplemental Instruction (RSI) approved by a Local Education Agency (LEA). The programs' records are accurate, organized and detailed, and are kept in the programs' database. Status reports for each apprentice are kept by the Coordinators and placed in the apprentice file. Instructors are required to record attendance at the beginning and end of each class. Each apprentice is required to indicate time in and out, and sign in at each class.

Failure to indicate in/out time and sign in and/or out will be considered an absence. An apprentice is responsible to make sure his/her class attendance meets the minimum requirement. Make-up classes are mandatory and are arranged by the programs.

The auditors had the opportunity to "sit in" on two (2) classes, and were impressed with the remarkable interaction between the apprentices and the instructor, and the

manner in which the instructor kept all apprentices motivated, active and engaged. The auditors were also impressed with the expertise and knowledge displayed by the instructors in familiarizing and teaching the apprentices with the various work processes of their trades. An interview with three (3) apprentices positively confirmed our opinion and observations.

The Apprenticeship Coordinators, Charles Vernocy and Sagit Woodbury, are responsible for making sure that the apprentices are progressing on schedule, attending classes covering the entire course study. They make sure that each module grade for a session is entered into individual apprentice tracking system. Missed classes are rescheduled.

(a) Findings

- (1) Our review found the program is doing a good job of monitoring the apprentice progression through the required supplemental instruction and is providing the appropriate courses for this occupation.

(b) Recommendations

- (1) Continue to provide updates to the program and the apprentice(s) on how the apprentice(s) is progressing in their required educational courses. Review curriculum and develop new courses to cover additional needs when needed.

Section XVI of the program's standards, Section 3073.2, 3078(d), of the California Labor Code, and Section 205(e)(h), 212(a)(3)(6)(7) (c)(13)(14) of the California Code of Regulations states that it is recommended that the program provide a minimum of 144 hours per year of supplemental instruction for each year of apprenticeship and adequate arrangements for related and supplemental instruction, and have the ability and commitment to train apprentices with current industry standard criteria.

PROGRESS RECORDS, PERIODIC ADVANCEMENTS AND EVALUATIONS

Objective: To determine if apprentices advance on schedule, receive periodic evaluations and to ensure the programs have adequate records and systems in place to monitor progress and keep apprentices on schedule.

Progression is determined by the Committee based on work performance evaluations provided by the employer. Periodic performance work evaluations are done twice a year on all apprentices and are executed by employers giving on-the-job training to the apprentice. These evaluations are done to determine the apprentice's progress in the

apprenticeship program. The apprentice is afforded the opportunity to review the evaluation and sit down one on one with the evaluating employer. The Employer Evaluation of Apprentice form in part reads, "Please review the evaluation with the apprentice and have the apprentice sign the form after reviewing."

The Committee decides how much credit is given when an apprentice enters the program(s). The Committee decides when the apprentice advances. The Committee decides when they complete the apprenticeship program(s). The Coordinators are involved in monitoring and reviewing apprentice records, on-the-job training activities, related and supplemental instruction, evaluations or advancements although the final decision lies with the Committee.

(a) Findings

- (1) The review found that the program is keeping adequate records and has a system in place to monitor the progress of the apprentices and is keeping them on schedule. There was enough documentary evidence for upgrades in the files, and that apprentices are advanced on schedule.

(b) Recommendations

- (1) Continue the process the program has in place and ensure all apprentices advance on schedule.

Section XVII of the program's standards, and Section 3073.1, 3076, 3078(e) of the Labor Code, and Sections 208, 210, 212(a) (4) (5) (7) (8), (b) (9), (c) (2) (6) (8) (9) (16) (18), of the California Code of Regulations. The program must offer training and supervision in all the work processes defined in its standards and has a system to ensure that apprentices cover all the work processes. The program must have a system of documenting and maintaining records that will assist in the review and evaluation of the apprentice's progress in job performance. The program must have a procedure for recording and maintaining accurate records, and a procedure for periodic review and evaluation of progress.

MECHANISM TO KEEP APPRENTICES REASONABLY EMPLOYED

Objective: To determine if apprentices are kept reasonably employed, and to ensure the program(s) have adequate systems in place to rotate apprentices so they may cover all the work processes, and to provide apprentices with continuing employment in the event of layoff.

(a) Findings

- (1) The programs, through their training coordinators, regularly monitor the apprentices dispatched to a particular contractor. The contractor is sent a letter and a list of apprentices currently dispatched to the contractor as well as their OJT hours. The contractor is asked to review the list and encouraged to make any changes as needed. The letter also asks the contractor to look at the OJT hours and see if the apprentice(s) needs to

be rotated to other job locations in order to complete the work processes needed to graduate to journeyman status. Should there be a need, based on the contractor's response, for an apprentice to be rotated to other job locations to complete the work processes, the Coordinators act on it and make the decision to do so.

- (2) There is enough evidence of documentation that the apprentices are kept reasonably employed, rotated to cover all work processes and have a system of providing apprentices with continued employment in the event of a layoff through a job referral system. There are a considerable number of active signatory employers to these programs. On DAS File #10060, there are currently 157 active signatory employers, and 103 active signatory employers for DAS File #19950.

(b) Recommendations

- (1) The program should continue the system they have in place and continue their employer involvement.

Section 208, 212(a) (1) (2) (4), (b) (4) (5) (6), (c) (6) (13) (14) of the California Code of Regulations states that all on-the-job training will be performed by journeymen, that all related and supplemental instruction required by the apprenticeship standards will be provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

TRAINING CENTER

Objective: To ensure the programs have adequate facilities, tools, materials and equipment to train apprentices, and to determine if the facilities are utilized and adequate for training.

The auditors made an on-site inspection of the training center, the Construction Craft Training Center (CCTC) in Hayward, CA. The auditors determined that the shop classes are adequate, the facilities to make special projects are adequate, the facilities are adequate to train the number of apprentices attending the training, the facilities have adequate materials to teach apprentices, the facilities have adequate equipment and tools of the trade, and the facilities are utilized and adequate for training.

(a) Findings

- (1) Our inspection of the training facility found it to be sufficient to train apprentices.

(b) Recommendations

- (1) The program should continue current practices and insure any future plans for growth be based upon current model.

JOB SITE VISIT

Objective: The job site visit offers an opportunity to view a job in progress, observe the work that is being done, and provides the opportunity to discuss the operation of the program with the apprentice. It enables direct contact with the apprentice to determine the following:

- if the apprentice is performing the various tasks listed within the work processes of their trade
- if advancements are made on schedule
- if the apprentice is receiving the correct pay and benefits
- if the apprentice is kept employed on a reasonably continuous basis
- if the programs' mechanism to keep apprentices reasonably employed is adequate.
- Job sites were identified and selected by the programs, and is based on availability.

Auditors visited the Don Gaspar De Portola School project in Livermore, CA on May 22, 2007. At that project location, the auditors interviewed a registered apprentice, a third year 6th period carpenter apprentice. The interview and auditors' observations yielded the following results:

- a) Apprentices are receiving the proper pay and benefits.
- b) Adequate tools and materials were available at the work site to train the apprentices.
- c) There was a proper ratio of Journeymen to Apprentices and adequate supervision exists.
- d) Apprentices are employed at work covered within the work processes.
- e) Apprentices do attend or receive classroom training.
- f) Apprentices and supervisors record and track OJT hours within the individual work processes.
- g) That the apprentice had a reasonably continuous employment.
- h) That the apprentice is satisfied with the training he is receiving from ABC.
- i) That the apprentice has good communication with ABC that he is giving ABC an overall rating of "good."

An auditor also visited the Malcolm X Academy public works project in San Francisco, Ca on May 31, 2007. At that project location, the auditor interviewed a registered apprentice, a first year 2nd period Laborer apprentice. The interview and auditor's observations yielded the following information/results:

- a) Apprentices are receiving the proper pay and benefits.

- b) Apprentices' tools and materials were available at the work site to train apprentices. At the jobsite, the auditor personally observed him operating a "Bobcat," that appears to be a miniature forklift/heavy equipment.
- c) There was proper ratio of apprentices to journeymen and apprentices received adequate supervision.
- d) Apprentices are only made to perform work within his trade's work processes.
- e) The apprentice had reasonably continuous employment.
- f) Apprentices attend and receive classroom training.
- g) Apprentices and supervisors record and track OJT hours within the individual work processes.
- h) The apprentice is very satisfied with the training he is receiving from ABC via its instructor, and signatory employers giving the OJT. He gave the instructor, Bill DesLaurier, a 10, based on a scale of 1 – 10, 1 being the worst and 10 being the best.
- i) The apprentice has good communication with ABC, and very satisfied with the OJT he receives. He gave ABC a 7 based on a scale of 1 – 10, 1 being the worst and 10 being the best.

(a) Findings

- (1) The auditor(s) found the apprentices are receiving the appropriate OJT training and are progressing according to the programs standards.

(b) Recommendations

- (1) The program should continue to monitor job sites ensuring apprentices are adequately employed at the work processes, recording OJT work hours, working under the direction of a journeyman, paid the proper wage rates and benefits.

Section 208, 212(a) (1) (2) (4), (b) (4) (5) (6), (c) (6) (13) (14) of the California Code of Regulations states that all on-the-job training will be performed by journeymen, that all related and supplemental instruction required by the apprenticeship standards will be provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

SELF-ASSESSMENT REVIEW AND PROGRAM IMPROVEMENT PLAN

Objective: To determine if the programs have submitted the annual Self-Assessment Review and Program Improvement Plan due December 31, 2006.

(a) Findings

- (1) The required annual Self-Assessment Review and Program Improvement Plans was submitted for 2006 for both programs.

(b) Recommendations

- (1) Use the Self-Assessment and Program Improvement Plan as a tool for setting goals for your program and adapt the listed changes during the previous 12 month period.

Section 212 (a) (6) (7), (c) (2) (11), 212.3 of the California Code of Regulations states that the program sponsor must submit annually a Self-Assessment Review and Program Improvement Plan to the DAS.

COMMITTEE MEETINGS AND MINUTES OF MEETINGS

Objective: To determine if the apprenticeship committee(s) are meeting regularly, documenting actions, discussing and reviewing apprentice records, and making appropriate assessments and evaluations.

(a) Findings

- (1) Both of the above named programs meet once a month at their Pleasanton location or at such frequency as maybe necessitated by the circumstances to deal with program or apprenticeship issues. During these meetings, the Committees discuss or take on a variety of matters/issues. This includes approval of previous month's meeting minutes, holding disciplinary hearings, receiving program status reports, discussing disciplinary results, terminations, out of work apprentices, apprentice issues, laborer interview results, carpentry testing/interview results, laborer program progress reports, receiving Training Center (CCTC) reports, discussing and reviewing apprentice records, making appropriate assessments and evaluations.

(b) Recommendations

- (1) Use the Self-Assessment and Program Improvement Plan as a tool for setting goals for your program and adapt the listed changes during the previous 12 month period.

Section 3076, 3080(b), 3078(d)(f), 3079, 3093(k), of the California Labor Code, and Section 213, 218, 212(7), 208(5), 205(e)(f)(g)(i), 212(c)(1)(6) (9), 224 of the California Code of Regulations states that the program sponsor must maintain adequate documentation and records.

COMMENTS FROM PROGRAM SPONSOR

Comments, if submitted by the program sponsor during the 14 day review and comment period, will be included with this report to the Chief of DAS.

CORRECTIONS AND TIMELINE

The audit findings and recommendations are outlined in this report. The programs have 14 days from the receipt of this report to review and submit comments on the report. Within 10 days following the receipt of comments or the completion of the comment period, a final report will be submitted by the Chief DAS to the California Apprenticeship Council.

The final report will detail the findings with recommendations, if any, for remedial actions. The programs must remedy any and all deficiencies and be in full compliance with their apprenticeship standards. The programs must notify the DAS in writing when deficiencies have been remedied. A DAS representative will schedule an appointment to review the completion of the remedial actions. Failure to comply may be grounds for withdrawing state approval of the apprenticeship programs.

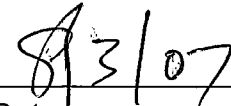
REMARKS

The results of this audit do not modify, replace or negate other duties and requirements or any previous notices you may have received regarding the fulfilling of your obligations prior to or after the audit period. Also, law changes or new rulings might result in different findings in future audits.

Respectfully submitted by,



Victor D. Aguirre
Senior Apprenticeship Consultant
DAS, San Francisco



Date



Associated Builders and Contractors

Golden Gate Chapter

TRAINING TRUST

August 10, 2007

Victor Aguirre
Senior Consultant
Department of Industrial Relations
Division of Apprenticeship Standards
San Francisco District Office
P.O. Box 420603
San Francisco, CA 94142-0603

Re: **Response To Proposed Audit Report**

Dear Victor:

Thank you and your team for the professional way you conducted the audit of the ABC Golden Gate Chapter Carpenter (DAS File #19950) and Construction Craft Laborer (DAS File #10060) Apprenticeship Programs.

The UAC has reviewed you proposed report and has the following comments.

The Construction Craft Laborer Program, as you correctly noted, has had 0% graduates to date. It is definitely below the required minimum. The laborer program, which was approved in 1995, and after a challenging first couple of years, was made to be an internally inactive program until two years ago at which time the UAC made a conscious decision to revitalize the program. At this time, there are 17 registered apprentices with 4 scheduled to graduate in October of this year. The UAC is committed to growing the Construction Craft Laborer program and improving graduation rates.

The Carpenter Program is a small and successful program and one of the reasons apprentices do leave is to pursue other careers when they have determined that seasonal construction work does not fit their life needs. The UAC has recently implemented some changes in the initial interview process to help the applicants understand more fully the type of duties involved the carpentry trade. The UAC is committed to growing the program and improving graduation rates.


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Under Audit Findings and Recommendations you determined that we had not submitted a DAS 24 noting the new LEA, Eden Area ROP, who took over for us when our original LEA, Milpitas Adult Education decided to withdraw from overseeing apprenticeship programs. **Please find attached a letter from our LEA validating and approving our curriculum and a DAS 24 for same. (Enclosed)**

Under Rules and Recommendations you stated that the program rules and regulations given to the apprentices during orientation did not contain a statement to the apprentice advising them of their right to be given a copy of the Standards if requested and that they be given a copy of the rules and regulations governing the program. **Even though each apprentice signs an acknowledging that they have been given a copy of the rules and regulations and as you noted is filed in each apprentice master file, per your recommendation the committee has included the verbiage within the rules and regulations booklet for the apprentice to acknowledge receipt and that the standards are available upon request. (See pages 2 and 3 of carpenter and laborer rules and regulations handbooks enclosed.).**

The Carpenter and Construction Craft Laborer UAC welcome any input and recommendations for further improvement of their apprenticeship programs.

Sincerely,



Anne Quick
Vice President of Education
ABC Golden Gate Chapter

Enc: DAS 24 – Carpentry Program with updated information in Standards
DAS 24 – Construction Craft Laborer with updated information in Standards
Copy of Carpentry Program Rules and Regulations with recommended verbiage included.
Copy of Construction Craft Laborer Rules and Regulations with recommended verbiage included.

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